

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 9th April 2024 at 8pm.**

PRESENT:

Cllr C Burgess	(Town Mayor & Chair)
Cllr C McCredie	(Deputy Town Mayor)
Cllr N Avey	Cllr J Duffell
Cllr H Pegrum	Cllr G Scruton
Cllr R Sharif	Cllr M Wright

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 3 members of the public, 1 member of the press.

492 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr Janet Whitehouse, Cllr Jon Whitehouse, Cllr L Burrows and Cllr H Whitbread.

493 DECLARATIONS OF INTEREST

There were no declarations of interest.

494 DISPENSATIONS

Cllr G Scruton declared a non-pecuniary/pecuniary interest in agenda item 22 as he is related to those concerned. Cllr Scruton left the meeting and was not involved in any of the discussions relating to this item.

495 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

496 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 12th March 2024 be signed by the Mayor as a true record and adopted by the Council.

497 MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the signed Minutes of the following Committee meetings be signed by the Mayor as a true record and adopted by the Council.

Planning & General Purposes Committee	12 th March 2024 (Attachment B)
Planning & General Purposes Committee	26 th March 2024 (Attachment C)

498 COMMUNICATIONS TO NOTE/REQUIRING DECISION

Council **NOTED** that there were no communications to note/requiring decision under this agenda item.

499 TOWN MAYOR’S & DEPUTY MAYOR’S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 12th March 2024 were **NOTED**, with the following additions:

Town Mayor:	Epping Green parish Council meeting	25 th March 2024
	Christmas lights meeting	8 th April 2024
	Christmas market meeting	9 th April 2024

Deputy Mayor:	Visit to Ashlar House for Joyce’s 105 th birthday	8 th April 2024
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500 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 12th March 2024:

Cllr R Sharif	Civic Reception EFDC	15 th March 2024
	Epping Society AGM	18 th March 2024
	Epping Green Parish Council meeting	25 th March 2024
	Christmas lights meeting	8 th April 2024
Cllr J Duffell	Royal British Legion meeting	27 th March 2024
Cllr M Wright	Horticultural Society meeting	13 th March 2024
	Epping Society AGM	18 th March 2024
	Christmas lights meeting	8 th April 2024
	Christmas market meeting	9 th April 2024
Cllr N Avey	Christmas lights meeting	8 th April 2024

501 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk advised that an outdoor chess table opening/unveiling was being planned for Friday 10th May 2024 and this would be shared with members once details were confirmed.

Members **NOTED** the report of the Town Clerk.

502 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS

There were no reports from Epping Forest District or County Councillors.

503 FINANCIAL REPORT TO 31st MARCH 2024

Council considered the summary financial report for March 2024, presented by Council’s Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) No further action was required at the current time.

504 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for March 2024 totalling **£40,357.55**. (Payments from Barclays total £49.30, The Cooperative £40,082.44 & The Co-operative online total £225.81.) **Please note:** a transfer of £20,000 from Barclays to The Co-operative and a transfer of £600 from The Co-operative to The Co-operative online).

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for March 2024 were **APPROVED** as presented in the schedule.

505 BANK BALANCES: AT 31ST MARCH 2024

Council considered the bank balances at the 31st March 2024, as per **Attachment H**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The bank balances at 31st March 2024 were **NOTED** and **APPROVED**.

506 FINANCIAL SUMMARY POSITION, YEAR END CLOSE DOWN & BAD DEBTS**(i) Financial Summary Position and Year End Close Down**

Council considered the summary financial position and year end close down, as per **Attachment I1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014, Accounts and Audits Regulations 2003; Local Government Act 1972, s151; Epping Town Council Financial Regulations 9.4;
- (ii) No further action was required at the current time.

(ii) Bad debts**(a) 2023/24**

Council **NOTED** the information relating to the collation of potential bad debts for 2023/24.

(b) 2022/23

Council considered the bad debts for 2022/23 and write off information.

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014, Accounts and Audits Regulations 2003; Local Government Act 1972, s151; Epping Town Council Financial Regulations 9.4;
- (ii) These debts would be written off as detailed above.

507 INTERNAL AUDIT REPORT: SECOND INTERIM

Council considered the internal audit report: second interim, as per **Attachment J**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) No further action was required at the current time.

508 EPPING MARKET WEBSITE

Council considered the new Epping Market draft website.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Royal Charter; Food Act 1984, s50;
- (ii) The website should go live.

509 BEACON LIGHTING EVENT: THURSDAY 6TH JUNE 2024

Council considered the beacon lighting event information, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145; s111;
- (ii) The Town Clerk should continue to plan the event with the Town Mayor and Cllr J Duffell, as detailed in **Attachment K** and report back to Council with more information as the plans develop;
- (iii) Commemorations to mark HMS Sickle were planning to be incorporated.

510 BURY LANE CEMETERY: NEW BEAMS

Council considered the new beams at Bury Lane cemetery.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act, s214 (6); Local Authorities' Cemeteries Order 1977;
- (ii) The Town Clerk be **AUTHORISED** to have the new beams installed at the costs detailed, as needed.

511 EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

512 CHRISTMAS LIGHTS 2024

Council discussed the information regarding the Christmas Lights 2024, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145; s111;
- (ii) The Town Clerk would request a site meeting with the preferred contractor to discuss requirements and budget and report back to Council once a plan had been made.

513 JACK SILLEY PAVILION CAFÉ LEASE/RENT

Cllr G Scruton left the meeting here.

Council discussed the Jack Silley Pavilion café lease/rent, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The rent would remain as per the 2023/24 rate for the 2024/25 financial year;
- (iii) The Town Clerk was requested to undertake a rent review assessment in advance of the April 2025 renewal;
- (iv) The café would be asked to put a new sign on the Jack Silley Pavilion building and maximise advertising and social media.

CLOSURE

The Town Mayor, Cllr C Burgess, closed the meeting at **9.23pm**.

Signature of Chairman

Date